

SUPERVISOR TRAINING SERIES

HOW TO FIND EMPLOYEES WITHIN YOUR ACCESS CONTROLS AND VIEW EMPLOYEE DATA

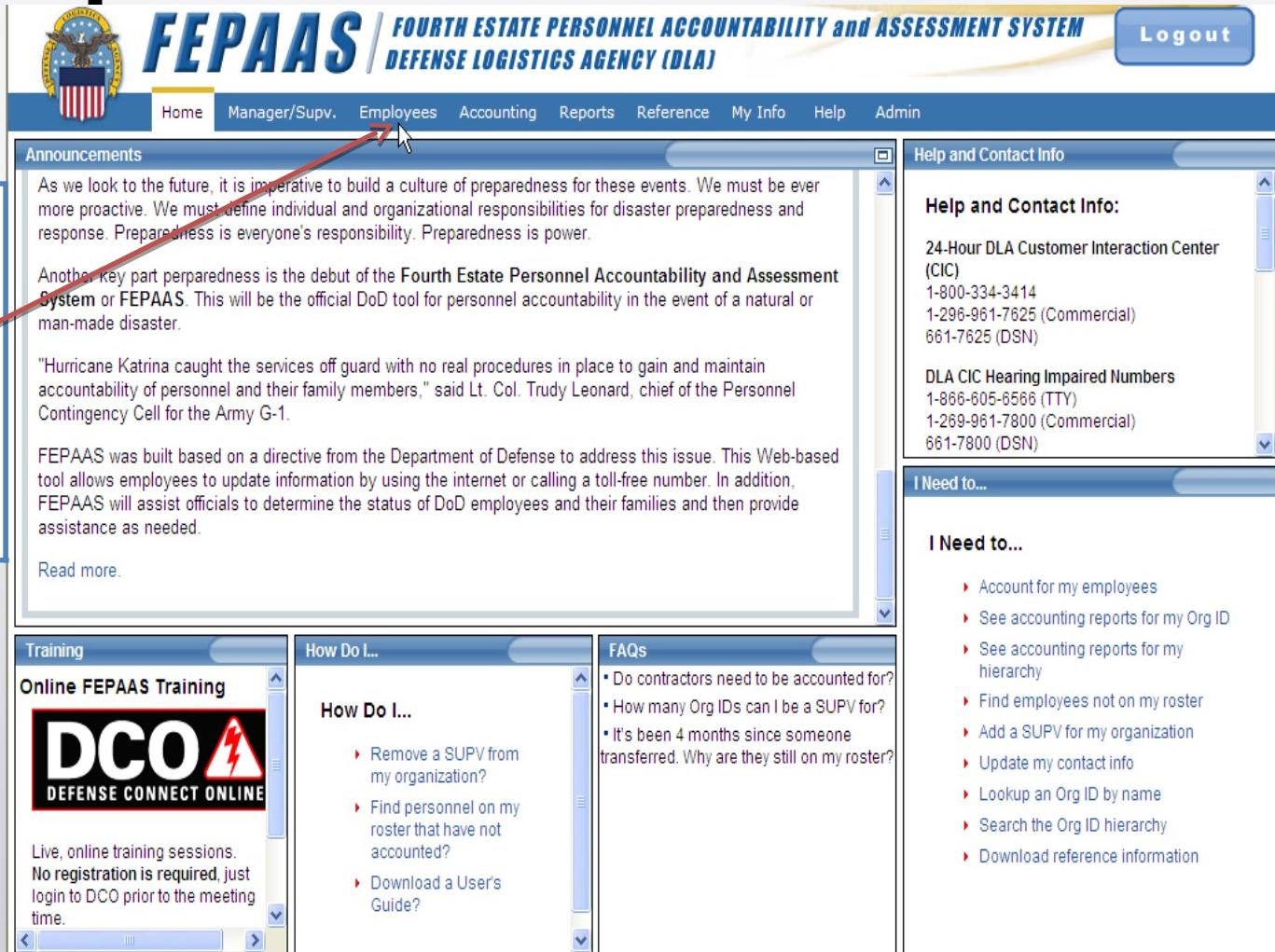
Purpose

- Managers and second line supervisors may oversee multiple organizations and many employees. This section shows how to find your employees and view the information FEPAAS has available. This can include employee contact information, emergency contacts, and prior event status. Family member information may be available for OCONUS employees.
- If you cannot see employees under your supervision but in another organization, you will need their SSN. If you supervise other organizations, contact FEPAAS@dla.mil

This instruction will show you how to identify employees assigned to your security access, and the information available in the system for those employees.

FEPAAS Main Page: <https://fepaas.whs.mil>

Once logged in, click on the 'Employees' tab



The screenshot shows the FEPAAS main page. At the top, there is a logo of the Defense Logistics Agency (DLA) and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM" and "DEFENSE LOGISTICS AGENCY (DLA)". On the right side, there is a "Logout" button. Below the header, there is a navigation bar with tabs: Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, and Admin. The "Employees" tab is highlighted with a red arrow pointing to it from the left margin of the slide. The main content area has a heading "Announcements" followed by several paragraphs of text. To the right of the announcements, there is a sidebar titled "Help and Contact Info" containing information about the DLA Customer Interaction Center (CIC) and hearing impaired numbers. At the bottom of the page, there are three sections: "Training" (with a link to "DCO DEFENSE CONNECT ONLINE"), "How Do I..." (with a list of questions), and "FAQs" (with a list of frequently asked questions). There is also a section titled "I Need to..." with a list of tasks.

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part of preparedness is the debut of the Fourth Estate Personnel Accountability and Assessment System or FEPAAS. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

Training
Online FEPAAS Training
DCO DEFENSE CONNECT ONLINE
Live, online training sessions.
No registration is required, just login to DCO prior to the meeting time.

How Do I...
How Do I...

- ▶ Remove a SUPV from my organization?
- ▶ Find personnel on my roster that have not accounted?
- ▶ Download a Users Guide?

FAQs

- ▶ Do contractors need to be accounted for?
- ▶ How many Org IDs can I be a SUPV for?
- ▶ It's been 4 months since someone transferred. Why are they still on my roster?

I Need to...

- ▶ Account for my employees
- ▶ See accounting reports for my Org ID
- ▶ See accounting reports for my hierarchy
- ▶ Find employees not on my roster
- ▶ Add a SUPV for my organization
- ▶ Update my contact info
- ▶ Lookup an Org ID by name
- ▶ Search the Org ID hierarchy
- ▶ Download reference information

Locating your employees

To see all employees assigned to you, select Find.

You may also enter selection criteria to limit the search

The screenshot shows a Microsoft Internet Explorer window displaying the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) website. The URL in the address bar is <https://fepaassupport.whs.mil/?noprivate=true>. The page title is "Fourth Estate Personnel Accountability and Assessment System(FEPAAS) - Windows Internet Explorer provided by Defense Logistics". The main content area is titled "All Fourth Estate Employees". It features a search form with fields for Event, Last Name (starts with), First Name (starts with), Org ID, Organization Name, SSN (full or Last4), Designation, Home City, State, Displaced City, and State. Below the search form are buttons for "Find", "Reset", and "Add Employee". A red arrow points from the text "To see all employees assigned to you, select Find." to the "Find" button. Another red arrow points from the text "You may also enter selection criteria to limit the search" to the search criteria fields. A message at the bottom of the search form reads: "Enter search criteria above and press the "Find" button to display a list of sponsors." The status bar at the bottom of the browser window shows various open tabs and the date/time as 11:11 AM.

Employees within your access controls:

A list of employees will be displayed. You can control the number per view here.

The screenshot shows a web browser displaying the 'Fourth Estate Personnel Accountability and Assessment System (FEPAAS)'. The page title is 'FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)'. The main content area is titled 'All Fourth Estate Employees' and lists various employees with their details: Event, Last Name (starts with), First Name (starts with), Org ID, Organization Name, SSN (full or last4), Designation, Home City, State, Displaced City, and State. A red arrow points from the text 'Click on a name to see detailed information' to the list of names in the table. Another red arrow points from the text 'A list of employees will be displayed. You can control the number per view here.' to the 'Results Per Page' dropdown menu, which is set to 50.

Click on a name to see detailed information

Detailed Employee Information

This screen displays basic information on each employee

Click on the options to see contact or event information. You can also reset your employee's password

The screenshot shows a web browser window with the URL <https://fepasssupport.whs.mil/case/page/PersonalSummaryPage?PersonID=4135137>. The page title is "Full Profile for Storms, Jim". On the left, a sidebar lists navigation options: 1. Summary (selected), 2. Contact Information, 3. Family Member Info, 4. Event Information (highlighted by a red arrow), 5. User Account, and 6. Reset Password. The main content area is titled "Fourth Estate Family Information Summary". It contains sections for "Contact Information", "Family Information", and "Event Information". The "Event Information" section lists several events with their active dates.

Event Name	Active Dates
RAIN-EX	06-16-2010 - Present
DLA Test Event	07-07-2010 - Present
FEPASS Demo Event	08-02-2010 - Present
DLA - H9 Exercise	10-27-2010 - Present
DLA Union Demo	11-29-2010 - Present

NOTE: Family member information is only solicited for OCONUS employees

Adding an Employee to An Event

If an employee was not included in the event population but should have been (TDY, Leave), click on the Event drop down.

The screenshot shows the FEPAAS software interface. On the left, there is a sidebar with a red arrow pointing to the 'Event' dropdown menu. The main window displays a list of employees with one row selected. A modal dialog box titled 'Add Fourth Estate Employee Member(s) to Event' is open in the center. This dialog box contains fields for selecting an event, entering an employee's name, marking them as 'In the Area', and selecting a reason. A second red arrow points to the 'In the Area' checkbox in this dialog box. At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. The status bar at the bottom of the screen shows various application icons and the time '12:57 PM'.

A box will appear. Select the event, click on the 'In the area' box, and select a reason.